

POSITION DESCRIPTION**M-1****Town of Needham****Director of Youth Services****5/97*****Duties:***

Under the general direction of the Youth Commission, conceive, plan, directly provide and assess clinical and programmatic services provided by the Commission to youth, families and the broader Needham community.

Formulate, propose and implement policies based upon Youth Commission purposes; plan, organize and direct Youth Commission activities; staff, schedule and provide for training and development of Youth Commission employees; and develop, recommend and implement departmental policies and procedures.

Develop the department's operating budget; ensure that the department operates within budgetary constraints; establish and maintain department records and reports; recommend Youth Commission fee structures; and direct the management of fees, donations and fund raising.

Supervise, direct, and perform services to deliver child, adolescent and family clinical and programmatic services, including family and group counseling, programs related to substance abuse, peer tutoring, diversion/restitution, employment and internships, peer pressure and self-esteem (Project RAP), drinking, driving and broader youth risks (SADD), etc. Make referrals to mental health clinics and multi-service centers, and provide training and consultation services for appropriate town agencies, departments and area social service programs.

Responsible for the development and maintenance of formal clinical standards for the agency, and for ensuring that staff services are provided consistent with such standards.

Provide leadership to department staff meetings, and attend other meetings as appropriate; participate in area and regional social service and professional organizations and groups to remain current on youth counseling laws, regulations, policies and procedures; and participate at Board level in regional youth and human service organizations.

Recommend new approaches, policies, and procedures to effect continual improvement in efficiency and effectiveness of the department and the services provided; and develop and maintain cooperative planning, liaison and working relationships with local community agencies at all levels, as appropriate.

Monitor and evaluate performance of the Youth Commission activities relative to established goals; and assess the performance of department personnel.

Publicize the services of the Youth Commission and explain agency services to the public through presentations, media releases and written publications; and promote use of agency services and local youth and family programs.

Perform related duties as assigned.

Basic Knowledge:

Duties require advance social services and counseling knowledge equivalent to Master's Degree in Social Work or Counseling.

Experience:

Work requires 3-5 years of experience in the delivery of social services and adolescent and family counseling.

Independent Action:

Responsibilities include establishment of short-range plans and objectives within the scope of the Needham Youth Commission policies and Town goals; refer recommended adjustments to annual budget and personnel hiring or termination to the Youth Commission for clarification, interpretation, or exception to municipal personnel or other policies and goals.

Supervisory Responsibility:

Manage youth services delivery through supervision of Youth Services social workers, administrative support staff, interns, and volunteers totaling approximately 6 FTEs.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.; may require periods spent in non-office environments, including schools, private homes, clinics, etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.